

26 December 1946

MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Subject: Proposed Administrative Orders

1. Returned herewith is the proposed Administrative Order concerning Length of Overseas Service. This Order has my approval in its present form.

2. The proposed Administrative Order concerning Letters of Appointment has been changed to state that the Assistant Chief, Personnel Division, will sign letters of appointment for employees on unvouchered funds. This is deemed advisable inasmuch as the Assistant Chief, Personnel Division, is a member of the Personnel Review Committee, which screens the prospective employees. Since there exists a possibility that employees may be appointed at overseas stations, letters of appointment, in such cases, may be signed by the Chief of Mission or Independent Station, in accordance with cable authority of the Director, dated 11 October 1946.

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Assistant Director - Special Operations

JSW:rmbt

The Proposed Order on Letters of
Appointment for Unvouchered
Personnel is filed in: *314 Personnel Procedures*